

DOCUMENT RESUME

ED 026 091

LI 001 254

Report of Library Services and Construction Act Project #2842, January 1-June 30, 1966.

Los Angeles Public Library, Calif.

Pub Date 27 Jul 66

Note-30p.

EDRS Price MF-\$0.25 HC-\$1.60

Descriptors-*Culturally Disadvantaged, Disadvantaged Groups, Disadvantaged Youth, *Economically Disadvantaged, Educationally Disadvantaged, Ghettos, Inner City, *Library Programs, *Library Services, *Public Libraries, Urban Environment

Identifiers-*Los Angeles Public Library

This report covers the first six months of the Los Angeles Public Library's federally funded project to extend library service to the disadvantaged. Section I covers the recruitment and training of staff members for the project, including monthly staff orientation meetings emphasizing technical and sensitivity training. Section II describes the organization of the project. Section III discusses the work programs of the four groups involved in the project--the Venice Branch Library, the Lincoln Heights Branch Library, the Central Region, and the Bookmobile in the Southern Region. Examples of activities undertaken are an art fair, involvement in adult evening school classes, Family Night Programs, and programs for senior citizens. A summary of activities and general comments complete the report. (CC)

ED0 26091

LI 001254



LOS ANGELES PUBLIC LIBRARY

REPORT OF
LIBRARY SERVICES AND CONSTRUCTION ACT
PROJECT #2842

January 1 - June 30, 1966

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE
PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS
STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION
POSITION OR POLICY.

LI 001254

TABLE OF CONTENTS

Letter of Transmittal.....	2
Staff.....	3
Organization.....	10
Work Program.....	14
Public Relations.....	22
Summary of Activities.....	24
Comments.....	25
Visitors.....	29

July 27, 1966

Mrs. Carma Leigh, State Librarian
The California State Library
Sacramento, California 95809

Dear Mrs. Leigh:

In accordance with the conditions set forth in paragraph III, Section B of Standard Agreement No. 2842 dated June 14, 1965, and amended May 17, 1966, we are submitting a report of the activities of the Library Services and Construction Act Project of the Los Angeles Public Library, covering the period January 1 through June 30, 1966.

Very truly yours,

Harold L. Hamill
City Librarian

HLH:nw

LOS ANGELES PUBLIC LIBRARY

REPORT OF
LIBRARY SERVICES AND CONSTRUCTION ACT
PROJECT #2842
January 1 - June 30, 1966

Director

Mrs. Edith P. Bishop, Director of Branches

Co-ordinator

Mrs. Johanna G. Sutton, Principal Librarian

Secretary

Mrs. Manuela Wood

- * Miss Regina Valentine, NYC enrollee
- * resigned in July

Central Region Staff

Mrs. Hermia Davis, Sr. Librarian, YA Services Specialist

Miss Daisy Jones, Sr. Librarian, Adult Services Specialist

Mrs. Binnie Tate, Sr. Librarian, Children's Services Specialist

Miss Betty Lum, Secretary

Lincoln Heights Staff

Mrs. Courtney Ayers, Adult Services Specialist
 Mrs. Marcia Linville, Children's Services Specialist
 Mr. Ralph Webb, Young Adult Services Specialist
 Miss Maria Lozano, NYC enrollee
 Miss Linda Montano, NAPP clerical aide

Venice Staff

Mrs. Selma Benjamin, Children's Services Specialist
 Mrs. Doris Desser, Young Adult Services Specialist
 Mr. Don Roberts, Adult Services Specialist
 * Miss Bobbie Brock, NYC enrollee
 * Mr. Leo deLeon, NAPP clerical aide
 * Miss Linda Ridley, NYC enrollee
 * Mr. Reuben Romero, NAPP clerical aide *resigned

Bookmobile Staff

Mrs. Marianne Adler, Senior Librarian
 Mrs. Frances Carter, Children's Services Specialist
 Mr. Marion Cobb, Adult Services Specialist
 Miss Barbara Edge, Young Adult Services Specialist
 Mrs. Adelaide Rusanowski, Library Assistant
 Mrs. Ethel Thurston, Clerk Typist
 Mr. Linward Matthews, Clerk
 Mr. Raymond Hernandez, Clerk
 ** Mr. Willie Williams, Auto Messenger Clerk
 ** Mr. Bert Thomas, Truck Operator
 Mr. Ernest Nicolis, NYC enrollee
 ** Miss Sadio Green, NYC enrollee **appointed in July

Public Relations

Sheldon Erlich, Student Assistant

Daniel Maldonado, Student Assistant

* Everett Wells, Student Assistant

* resigned

LOS ANGELES PUBLIC LIBRARY
REPORT OF FEDERAL PROJECT (#2842)

I. Staff

1	Principal Librarian
4	Senior Librarians
9	Librarians
1	Clerk-Stenographer
2	Clerk-Typists
2	Clerks
1	Auto Messenger Clerk
2	Student Assistants for Public Relations
1	Truck Operator

Additional staff secured through Economic Opportunity program.

2	Neighborhood Adult Participation Project aides (1 each at Venice and Lincoln Heights for clerical and general assistance)
---	--

4	Neighborhood Youth Corps enrollees
---	------------------------------------

Staff appointments were completed by June 30 when the Truck Operator was assigned for bookmobile service. All librarians and most of the clerical workers had requested assignment in the project. In addition to regular library employees, there are 6 staff members who have been assigned through the local anti-poverty programs. Two adults, one working in the area of general library assistance, and the other providing clerical help, both Spanish-speaking, have been assigned to Venice and Lincoln Heights Branches respectively. Four Neighborhood Youth Corps enrollees are working--one in the Coordinator's office, one in Lincoln Heights, and two at the bookmobile depot.

These young people are performing satisfactorily such routine jobs as filing, pasting, and attaching plastic jackets.

Staff training is being provided by regular monthly meetings of all staff--clerical and professional. These meetings have been concerned with:

1. Instruction in operating a projector.
2. Sensitivity training--some attitudes and techniques helpful in working with culturally disadvantaged communities; program included a film, "The Inner City," and speaker, Dr. William Long, University of Southern California Professor of Sociology.
3. Los Angeles County program for senior citizens; speaker Mrs. Carnella Barnes, Supervising Co-ordinator, Los Angeles County Department, Senior Citizens' Affairs.
4. California library programs with Federal funds presented by Consultant Florence E. Biller, California State Library.
5. Some aspects of book selection policy as applied in the Los Angeles Public Library Federal Project.
6. Further training in the study of the Spanish language by 3 staff members at the University of California, Los Angeles, one person at Pasadena City College, and auditing by one in an adult evening class.

7. Enrollment in a University of Southern California course in Race Relations by two project members.

Other staff activities have included:

Johanna G. Sutton, Coordinator

Attended Western Regional Adult Education Conference in San Francisco, January; and CLA in Santa Monica.

Doris Dossier, Venice

Attended Governor's Conference on Youth Problems in Long Beach; and a one-day conference for Teen Posts sponsored by University of California, Los Angeles, and Department of Parks and Recreation.

Marcia Linville, Lincoln Heights

Attended Mexican-American Educators Convention in Long Beach.

Hermia Davis, Central Region

Attended Claremont Conference on Reading in March, and CLA in Santa Monica.

Binnie Tate, Central Region

Attended Pepperdine College Conference on Children's Literature, and CLA in Santa Monica.

Marianne Adler, Bookmobile

Attended CLA in Santa Monica.

Attending the Los Angeles Public Library series on professional development were: Johanna G. Sutton, Hernia Davis, as discussion leader, Marianne Adler, Dinnie Tate, Daisy Jones, Ralph Webb, Marcia Linville, Courtney Myers, Doris Desser and Frances Carter.

Ralph Webb, Lincoln Heights, was interviewed on Spanish language radio station KWKW. He is spending his vacation as instructor for Peace Corps enrollees at St. John's College, Santa Fe, New Mexico.

Project activity is based in four of the seven administrative regions of the Los Angeles Public Library--Northeast, Western, Central, Southern. The activity is also organized so that the program involves the three types of library service--children's young adult, and adult. Specific planning of duties and lines of responsibility was done by conferences with all co-ordinators and regional librarians concerned. Planning of technical processes was done in conference with Director of Technical Services. The conferences were generally small involving the Director of Branches, Project Co-ordinator, and the administrator concerned. In this way, the Project has been able to proceed with a minimum of misunderstanding about responsibilities.

II. Organization

Project Secretary:

1. Is responsible for correspondence and files of Co-ordinator.
2. Receives and places orders for books and library materials for project librarians. The secretary is a clerk-stenographer who transferred from the Los Angeles Public Library Order Department where she had worked five years. Her knowledge of the mechanics of placing orders and of dealers has proved invaluable.
3. Cuts stencils for lists and other materials to be duplicated for staff members of the project.
4. Processes invoices and bills for materials received.
5. Prepares minutes of staff meetings and summaries of staff reports for distribution.
6. Types all reports.

Statistics of Secretary's work:

Volumes Received:

Books and pamphlets (invoices processed for payment)	8,560
Phonograph records (invoices processed for payment)	28

Orders Outstanding:

Books and pamphlets (total number of volumes)	4,868
Phonograph records (total number of volumes)	23

Subscriptions:

Periodicals and newspapers on order	102 *
-------------------------------------	-------

TOTAL estimated cost of books, pamphlets and phonograph records ordered--received and outstanding: \$40,571.19

Stencils cut (for lists and other materials duplicated for project staff; prepared in quantities ranging from 50 to 2000 copies)	53
--	----

* figure also includes quantity orders

Coordinator

1. Is responsible for the program of the project; help in planning and support.
2. Visits each group, generally weekly, for discussion of plans and programs.
3. Approves petty cash expenditures for non-library materials needed in programs. Reviews invoices and approves payment.
4. Prepares and discusses service or probation ratings according to schedule.
5. Plans training for staff.
6. Visits public officials and makes any necessary community contacts usually at city wide level.
7. Provides information concerning project to Los Angeles Public Library Administration, other librarians and others desiring it.
8. Attends regular monthly meeting of Regional Librarians.
9. Discusses orders of books and materials with project librarians.
10. Plans with library's Public Relations Officer.
11. Prepares monthly and semi-annual reports.

Statistics:

Visits to branches
 Interviews for staff appointments
 Conferences attended (professional)
 Staff meetings held
 Conferences with city officials
 Participated in outside programs
 Participated in library program
 Visited other libraries
 Visits from other librarians

58
 22
 2
 5
 6
 10
 1
 2
 5

Technical Processes

Ordering of Materials:

Procedures for ordering books and other library materials were worked out in consultation with the Director of Technical Services and Principal Librarian, Order Department.

The chief problems involved were related to setting up a system of ordering; arranging for shipments to avoid confusion with regular Los Angeles Public Library orders; and planning for cataloging of books received.

The librarians in each section of the project initiate their orders which are forwarded to the office of the Co-ordinator, where the Secretary separates the orders, sending them to various dealers in accordance with practice of the Order Department of the Los Angeles Public Library. Arrangements were made for our shipments to be received temporarily at the Ascot Branch Library located in the same general area as that of the building later chosen for the bookmobile depot until depot was open.

Cataloging:

Cataloging of the books has been done through micro-film process. Each title ordered was listed on a p-slip which was taken in groups of more than a 100 at a time to the Catalog Department.

Cards were withdrawn from the library's official authority file and replaced by a temporary insert giving date, title, and location of the withdrawn card. The withdrawn cards were cleaned, sorted, picked up and delivered by Micro-film Company.

Cards were photographed in sets of three or four cards each depending upon whether the title was fiction or non-fiction. Later the number was changed to two and three cards for each title since the decision was made to maintain only a shelf-list and author file for staff use. One card in each set serves as a shelf-list.

The entire process was done by a library assistant with the occasional help of a clerk. At the end of June:

Total number of cards micro-filmed	10,665
Total cost	\$772.05

III. Work Program

Librarians and clerical assistance are divided into four groups-- Venice Branch Library, Lincoln Heights Branch Library, Central Region, and the Bookmobile in the Southern Region. All groups have been actively working in branch and community programs since January except the staff of the bookmobile which has been occupied with selection and ordering of materials since completion of staff in March. This staff began more extensive community contacts in May and increased them in June when the bookmobile depot was open for staff occupancy.

Due to lack of space in the Regional Branch, the Senior Librarians for the Central Region have their office in the bookmobile depot.

Central Region

All activity in this part of the project is done by Senior Librarians who work in their age-service levels (children, young adults, adults) in any area of the region where they feel that help can be given to a branch.

At the least used branch in the region, Junipero Serra, the Federal Project staff, canvassed house-to-house, inviting residents within a certain number of blocks to attend a program at the library. There have been five of these programs, called block parties. Program materials varied--sometimes a film, another time based on children's stories and Mother Goose rhymes, and a third program to attract young adults, with a teen-age group of musicians providing music.

Mrs. Dinnie Tate, specialist in children's work, participated in several workshops in storytelling for Headstart workers, prepared lists of stories to tell, listed finger games to be used, served as a consultant to teachers for a day at one of the area schools, worked closely with Camp-Fire girls' groups, encouraging them to present programs of music and puppet shows at some of the branch programs. She assisted several of the children's librarians in planning exciting programs for summer: film shows at three branches, a puppet show at one branch, and a book discussion group for sixth graders at another branch. She is collecting free and inexpensive materials for a Parents' Information Center, scheduled at the University Branch in August.

The Young Adult Specialist, Mrs. Hermia Davis, has worked closely with Teen-Posts and related settlement programs. She has provided projector service for film programs planned by several of the posts. She has placed deposits of books for recreational reading in one or two agencies. For a young people's conference held at University of Southern California, she prepared a list and provided a display of books and parliamentary procedure.

The program of greatest public interest was an art fair for young people held in the park in which Vermont Square Branch Library is located. This event, a day-long affair, was held on Sunday, June 5, and attracted about 25 exhibitors, ranging in age from 14 up. Band music was provided by three groups of musicians from an experimental musicians' workshop. The event attracted about 150 people, who were pleased to have a cultural event in their own neighborhood. Many requested a return of the fair. Plans are being made to repeat the art festival next summer.

The specialist in work with adults, Miss Daisy Jones, has concentrated her emphasis in work with Adult Evening School Classes and with Senior Citizens groups. She has talked to adult classes at the evening school and on one or two occasions met groups in one of the branch libraries. The principal of Dorsey Evening School sent our office a letter commending her manner of approach and handling the class. This aspect of our work is new in that the library has not previously organized any program as a guide-line for adult work. For the summer, Miss Jones plans a house-to-house visit in the area near the Regional Branch, with information on materials and services available. She and Mrs. Tate shared responsibility for the training of an NYC worker assigned to tell stories at Southwest Health Center. This service provides books and magazines once a week for persons awaiting service in the clinic.

These three librarians work well together and all participate in the important general organizations in the community, in this manner keeping abreast of what is vital and keeping organizations aware of library services.

Lincoln Heights

This branch is located in a predominantly Mexican-American community. The staff has devoted time to learning agencies and institutions in the area and has participated in community activities whenever possible. They prepared a display for Senior Citizens' Day at the playground, attended Parents' Day at Lincoln High School, displaying materials about library services, and had a booth at a community fund-raising affair. The booth contained paperbacks some of which had been bought for the occasion and some of which had been donated by an open appeal to Los Angeles Public Library Staff. The \$50 donation from this effort created warm community feeling. Branch use has increased noticeably.

For summer the staff has planned 6 Family Night Programs, to end with a 50th Anniversary branch celebration with a mariachi band and entertainers.

Mrs. Marcia Linville, specialist in work with children, concentrated her efforts in reaching children not included in the work of the regular children's librarian at the branch. All the Headstart groups using the library were her responsibility.

Ralph Lobb, whose special assignment was work with young adults, assisted in the children's work occasionally by telling stories in Spanish. He spoke once to a parent-education group of mothers, most of whom speak only a little English. He was able, in his visits to Lincoln High School, to schedule a special noon-hour program on documentary films. The series extended several weeks and averaged 40-60 in attendance. He was asked to organize a book club.

Mrs. Courtney Ayers, who is working with adults, has long been interested in working with the foreign-born who are learning English. Her contacts have been with Senior Citizens groups and evening classes, some of which she has been able to have visit the branch. She has made most unusual approaches by her table displays at supermarkets, banks, and churches. She has been asked to provide some type of program at two homes for unwed mothers in the community, but this part of the program has not been planned. For summer months, she has plans to visit factory units in the neighborhoods.

Union

The librarians in this phase of the Federal Project have been at work for the full six months. This community is highly mixed racially with a large percentage of Mexican-Americans and Negroes in the immediate vicinity of the branch. Many of the people in both of these ethnic groups are newcomers to the area and have been identified as the adults who are in need of basic education. These librarians have involved themselves very deeply with individuals and agencies in their concern for community problems. The project librarians received a citation from one of the community organizations. Their special summer project is a joint one in community tutoring. They are furnishing the space and some of the materials.

In May they provided the program for the Mar Vista-Venice Community Co-ordinating Council. The first week in May was also the time of the Cinco de Mayo Festival at the branch. Several community organizations joined the library staff and made the observance an important event of the season. Between 750 and 1000 persons attended.

Mrs. Selma Benjamin, specialist in children's work, worked with schools and other groups having Federal Projects for children in the community. She visited classrooms telling about library activities.

Her special projects at the branch include a story hour, a hobbies club, and a little magazine of children's stories and poems.

Mrs. Doris Dosser, specialist in work with young adults, has worked with Venice High School classes, two teen posts, and several other groups in the community. She arranged a tour of our Central Library (von KleinSmid) for a small group; on another occasion she was able to take a group to one of the motion picture studios to a rehearsal of an outstanding band. She is actively involved in the summer tutorial program.

Don Roberts, librarian responsible for work with adults, has worked with Venice Evening High School. Through his efforts one class in basic education was scheduled to meet at Venice Branch Library. He has been interested in finding and calling to our attention some of the new materials. He is interested in experimenting with small tape recorders for individuals who are functional illiterates. His most unusual involvement has been with Project Action, a community program involving young men and women, 18-30 years old, mostly Negroes who are generally unemployed and have had trouble with the law. Most of the young people are high school drop-outs with much bitterness toward school and authority. An appeal was made to the entire Los Angeles Public Library Staff for current magazines which Mr. Roberts delivers regularly to Project Action.

He has been able to involve a few of this group in some of the Venice Branch activities. Project Action is designed as an attempt to interest these young people in self-improvement and to keep them off the streets. Mr. Roberts is generally responsible for the Friday evening Family Night Programs.

Bookmobile

The staff of the bookmobile is the largest unit in the project. Most of the activity was concerned with book selection and preparation for ordering until June when the bookmobile depot was opened. Since that time, processing of the books has been the chief activity. Several staff members have been involved in activities in other phases of the project, wherever they could help. The children's librarian participated in several community story-telling events. The Senior Librarian and the librarians on the staff have spent a limited amount of time making community contacts and deciding upon stops for the bookmobile. Limited service is planned for the summer beginning July 19.

Public Relations

Two student assistants are assigned to the office of the library's Public Relations Officer, Charles M. Weisenberg, so that he could assist in the public relations aspects of the project. He has guided us in making necessary contacts with city officials and with congressional officials in whose districts we are working. His office has been responsible for contacts with radio and television. Releases to the metropolitan papers have come from his office. It was through the Public Relations office that arrangements were made for making the two posters promoting reading. These posters advertise all branches involved in the Federal Project.

Trips for the teen-agers from Venice to the Stan Kenton Orchestra rehearsal were made through this office' also. The arrangements for appearance of the tippica band and entertainers from the Los Angeles City Music Commission were begun by Mr. Weisenberg also. Detailed publicity for activities at the individual branches was handled by the Federal Project staff involved, much of it worked out in consultation with the Public Relations office. There is constant need for preparation of lists, and announcements. The community newspapers in most areas have accepted and published items relating to project activities.

SUMMARY OF ACTIVITIESJanuary - June 1966

Activity of combined Staff	Venice	Lincoln Heights	Central Region	Bookmobile	TOTAL
Agencies contacted	205	154	127	12 *	498
Meetings attended	117	38	90	-	235
Programs in library	58	39	18	-	115
Programs sponsored or participated in outside	60	35	32	-	127
Classes in library	41	66	9	-	116
Classes out- side library	131	63	13	-	207
Displays	26	32	8	-	66
Lists	3	2	12	1	18

* estimate

COMMENTS

First results of the program are increases in circulation at both Lincoln Heights and Venice branches. This is due largely to additional staff making more school visits, more classes at the library, and more work with community organizations. With only a senior librarian and a children's librarian assigned to each branch previously, extensive community activity was impossible. In both branches, work with young adults, particularly, was expanded.

In the Central Region the three senior librarians have worked with many organizations and have available information on many activities and helpful resources with which librarians are not familiar. They have been able to encourage some new types of programs.

The clerical staff has shown active interest not only in regular daily activity but also in special activities, especially Betty Lum, secretary for the Central Region. She is responsible for maintaining a scrapbook of clippings and photos of activities for the region. She attends and works at all special programs.

All departments at Central Library have been helpful and co-operative when called upon. Officials of the Administration have been interested and encouraging at all stages.

Order Department assisted in getting our ordering routine established; Catalog Department has allowed use of some official records in working out our cataloging process; Bindery Department gave instruction in lettering spines of books and in proper method of attaching plastic jackets.

Members of the bookmobile staff were given several days of experience on one of the bookmobiles in the Valley. The general staff responded freely to the call for paperbacks and magazines for community use.

Project staff members working in the communities have increased awareness of the library as a helpful, active community agency.

The entire project is devoted to reaching directly and indirectly many citizens whose awareness of the public library's service is non-existent or limited...The direct means lies straight to the people themselves; indirectly, it is through public and private agencies who work in their neighborhoods. The program will continue to follow traditional library programs, e.g., story-hours with the children, but it will go beyond by helping and encouraging the children to express themselves by hobbies groups, discussion groups, as at Angeles Mesa, or by publishing a small magazine of their poems and stories, as at Venice.

For young adults, project librarians are working; not only with high schools but are seeking out young people's organizations, providing some groups with audio-visual equipment for their programs; leaving deposits of books--both study and recreational, as at teen-posts; providing lists and special displays of books (parliamentary practice, art, etc.) relating books to many of their everyday needs. One aspect of work with young adults relates to possible activity with drop-outs about whom several of the librarians have expressed specific interest. Our nearest approach in this area of concern has been in the Venice area with Project Action.

Bookmobile service will offer the opportunity to reach the largest group of adults at one time in a single area. Adults are especially important to reach and convince; for it is through them that the children's and young people's experiences and attitudes will be directed. The collection of books being assembled for the bookmobile contains much of general branch library materials, but it contains a larger percentage of information based on day-to-day needs than many branch libraries have--civil service, family problems, how-to-do-it books, personal grooming, Negro history, and basic studies. Some of this material is available in both hard covers and paperbacks, all arranged in an inter-filed series of adult and juvenile titles. The staff is of sufficient size and training to give personal attention to readers' needs.

At this point in the program the librarians are working with dedication to the idea that this approach to library service is important and this phase of their library experience has been highly satisfying. They are still full of ideas and willing to experiment more and more with activities and materials designed to make the branch library an important community institution to large groups who are now just being introduced to public library service.

<u>Visitors</u>	<u>Date</u>
Mr. Henry Drennan Co-ordinator of Public Library Services Library Services Branch U.S. Office of Education	January 18
Mr. Des Raj Kalia Director, Public Library Delhi, India	February 2
Miss Florence Biller Consultant California State Library	February 9, April 12
Miss Helen Luce U.S. Office of Education	February 21
Miss Pauline Winnick Public Library Specialist Services to Children & Young Adults Library Services Branch U.S. Office of Education	May 16
Mr. William Brett Assistant City Librarian Oakland Public Library	June 6
Miss Effie Morris Co-ordinator, Children's Services San Francisco Public Library	June 6
Miss Michele Vale Research Librarian Library Services Branch U.S. Office of Education	June 14
Mrs. Phyllis Dalton Assistant State Librarian Sacramento	June 17